



# Comprehensive School Safety Plan

Ed Code 32280

Revised February 2023  
By Ulysses Chatman & John Kleespies  
Site: SOAR Prep/ Knight Prep / Virtual  
6300 West Avenue L  
Lancaster, CA 93536

# Table of Contents

Page Number	Content
<b>Page 3</b>	<b>School Safety Committee Members</b>
<b>Page 4</b>	<b>School Site Council Review &amp; Approval Sheet</b>
<b>Pages 5-9</b>	<b>AVUHSD Disaster/Incident Reference Sheet</b>
<b>Pages 10-17</b>	<b>Disaster Procedures</b> <ul style="list-style-type: none"> <li>• Earthquake</li> <li>• Fire/ Explosion</li> <li>• Lockdown</li> <li>• Active Shooter</li> <li>• Hostage</li> <li>• Bomb Threat</li> <li>• Suicide Threat</li> </ul>
<b>Page 18</b>	<b>Emergency Evacuation Routes</b>
<b>Page 19</b>	<b>Emergency Supplies Checklist</b>
<b>Page 20</b>	<b>School Crime Assessment Data</b>
<b>Page 21</b>	<b>Compliance</b>
<b>Appendix</b>	<b>A: Board Policies</b> <b>B: PBIS</b> <b>C: School Dress Code Policy</b> <b>D: School Site Safety Plan Checklist</b>

# School Safety Committee Members

Name	Title
Jennifer Slater-Sanchez	District Director
Ulysses Chatman	Vice Principal
John Kleespies	Vice Principal
James Bigelow	Campus Supervisor
Stephanie Tope	Secretary
Shawn Johnson	Teacher

# School Site Council Review & Approval Sheet

	P r i n c i p a l	Cla ssro om Tea che r	Ot her Sc ho ol Sta ff	Paren t/ Com munit y Memb er	Sec ond ary Stu den t
Name of Member					
Jennifer Slater-Sanchez	X				
Ulysses Chatman			X		
Carol Macke		X			
Nicole Arnold				X	
Brianna Taksony				X	
Elizabeth Pineda				X	
Yvonne Miranda		X			
James Bigelow			X		
Stephanie Tope			X		
Trinity Vizcarra			X		
Myriam Moffitt			X		
Julie Davidson				X	
<b>Totals per Category</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>4</b>	

*This Comprehensive School Safety Plan was adopted by the School Site Council at a public meeting on: February 2023 (Virtual Meeting).*

# Disaster/ Incident Reference Sheet

Site/ Agency	Contact Number
AVUHSD	(661) 948-7655
• Superintendent	• Ext. 225
• Educational Services	• Ext. 230
• Business Services	• Ext. 218
• Personnel Services	• Ext. 216
• Risk Management	• Ext: 247
• Maintenance/ Facilities	• Ext. 290
• Student Support	(661) 729-2321
• Transportation	(661) 945-3621
AVAE	(661) 942-3042
AVHS	(661) 948-8552
DWM	(661) 948-7555
DWW	(661) 943-2091
EHS	(661) 946-3800
HHS	(661) 538-0304
LnHS	(661) 726-7649
LHS	(661) 944-5209
PHS	(661) 273-3181
PxHS	(661) 729-3936
KHS	(661) 533-9000
QHHS	(661) 718-3100
RRP	(661) 274-1230
ROP	(661) 575-1000
<b>Emergency Phone Number</b>	9-9-1-1
<b>Lancaster Sheriff Department</b>	(661) 948-8466
<b>Palmdale Sheriff Department</b>	(661) 272-2400
<b>Fire</b>	(661) 948-2631
<b>Operator</b>	"0"
<b>Principal Extension</b>	107
<b>Campus Security Extension</b>	"0" or 103

**General Information:** When faced with an emergency situation, please call Campus Security at Extension "0" or **103** or the Switchboard operator at Extension "0". Local Law Enforcement and Local Fire can be contacted by calling one of the numbers listed above. Clearly identify your exact location. If safe, remain on the line and do not hang up. Keep other lines clear for emergency calls. Your school site may well be a crime scene and everyone needs to take steps to preserve the evidence and to identify potential witnesses.

Teachers will gather roll sheets or other class records for student accountability. Consider the impact on students and your peers. Anticipate the involvement of Local Law Enforcement, Fire Department, mental health professionals and other first responders. When appropriate the district procedures for releasing students will be utilized.

**LOCKDOWN:** Please keep in mind that there are times when a decision to evacuate may actually put students and staff in harm's way. If the situation dictates that it is best for students to remain locked down in their classrooms, a LOCKDOWN announcement will be called at which time an immediate LOCKDOWN will occur. All doors are to be immediately locked and students who are outside are to come indoors. If a fire alarm is sounding and a verbal/PA command for a LOCKDOWN is heard, obey the verbal/PA commands. During a LOCKDOWN, remain in the locked room until directed to leave by the police or school/staff administration.

**Accidents:** If an accident happens near campus or if a student or staff member is seriously injured call the Switchboard. Identify your exact location. Remain calm and respond to the situation.

**Armed Student in Class:** Do not confront the student! Wait for Law Enforcement and Campus Security to arrive. Do not attempt to retrieve the weapon. Do not attempt to restrain or discipline the student. Remain calm and conversational with the armed individual.

**Bomb Threat:** If available, immediately refer to the "Bomb Threat Checklist". Keep the caller on the line as long as possible. Ask him/her to repeat the message. If the caller does not indicate the location of the bomb or the time of the possible detonation, ask him/her for this information. If possible, have more than one-person listen in on the call. Alert the principal/site administrator. Keep the matter confidential. Immediately complete the "Bomb Threat Checklist". If you find a suspicious device that you believe may be an explosive, **DO NOT TOUCH OR HANDLE THE OBJECT**. Immediately contact Campus Security, Law Enforcement or the principal/site administrator with the use of a hard wired "landline" telephone.

Campus Security and Law Enforcement personnel will assess the situation to determine if evacuation procedures are warranted. Be prepared to report the location and an accurate description of the suspicious device. If possible, check to see that all doors and windows are open. Expect Campus Security and Law Enforcement personnel to examine rooms. Anticipate being asked if you have seen any objects that are out of place or are in places where they do not normally belong. Identify potential witnesses.

**Earthquake: DURING THE QUAKE:** At first sign of shaking, you should give the DROP command. If indoors, everyone should get under a desk or table. If that is not possible, stand next to an inside wall or under an inside doorway. Stay away from computers, televisions, stacks of books, file cabinets, and other heavy objects. Get as far away from the window(s) as possible. Drop to your knees with your back to the window(s) and knees together. Clasp one hand firmly behind your head, covering your neck. Wrap your other arm around a table or chair leg and hold tightly. Bury your face in your arms, protecting your head. Close eyes tightly. Remain in this position until the earthquake is over. If outdoors, staff should direct students away from buildings, trees, poles and wires. Give the DROP command. Everyone should cover as much skin surface as possible, close eyes and cover ears. If students are on the way to or from school, instruct them to stay in the open away from buildings, signs, trees and wires. Do not run. After the quake, continue home or to school. **FOLLOWING THE QUAKE, ANTICIPATE AFTERSHOCKS.** Anticipate that all students and staff will be evacuated in an orderly manner using pre-planned evacuation routes. All teachers should take roll and note missing students or staff. Students should remain outdoors, in evacuation area, until buildings are declared safe. Be prepared to operate without first responder assistance for an unknown time. Retrieve medical supplies and treat the wounded. Keep in mind (1) the first concern is with physical safety; (2) attention can and should be given to the emotional trauma; (3) everyone will need facts; (4) everyone will need an opportunity to share feelings and experiences; (5) children need to be together with adults, friends or family members; (6) if possible, engage children in activities.

**Fire/Explosion:** In the event of a significant fire, activate the fire alarm and call 9-9-1-1. The injured should receive First Aid treatment as much as possible while awaiting first responders. Anticipate an evacuation away from threatened buildings using the designated evacuation routes. Keep in mind the direction of the wind when determining your evacuation route. Maintain control of students and take roll. If smoke is in the immediate vicinity, instruct students to "Stay low and exit," crawling to avoid breathing fumes. If no escape is possible, close as many doors as possible between yourself and the fire. Seal cracks and openings with wet clothing/rags and avoid fanning flames. Lay on floor to avoid smoke. Wait for help. Identify witnesses. Anticipate being transported to alternative location.

**Gang Fight/Riot/Threatening Group:** Contact Campus Security or the Switchboard Operator. Wait for Campus Security to arrive. If there is fighting, do not try to break it up. Identify yourself and issue an order to disperse. Let Campus Security or Law Enforcement handle the situation.

(For Designated Staff): Call 9-9-1-1 and identify your school site and exact location. Stay on the phone with Law Enforcement until they arrive. Relay as much information as possible. Who and how many are involved? Specific location of occurrence? Number of wounded? Weapons involved? Any background knowledge of trouble or participants? Administer First Aid treatment to injured individuals when it is safe to do so. If possible, remove students from the area. Anticipate that a LOCK DOWN may be implemented to ensure students safety in the classroom. If students are out of class, direct them out of the danger zone. When appropriate have them to report to their next period class immediately. Do not physically disturb the area where the fight occurred. It is a crime scene. Provide the name of potential witnesses to the Campus Security or Law Enforcement. Attempt to calm students. Contact Campus Security or Law Enforcement with any rumors of potential conflicts or fights. Notify the District Office to request additional security staff.

**Hostage Situation:** Do not use words such as "hostage," "captives," or "negotiate". Remain calm, No confrontation, No challenges, No heroics. **IF A CLASSROOM IS TAKEN HOSTAGE:** Obey the suspect's commands. Don't argue or fight. Go into a rest mode. Be passive. Tend to display more restful, sleepy behavior as opposed to being active, Try to calm the suspect and listen to complaints or

demands, Once again, do not use words such as “hostage,” “captives,” or “negotiate”. Keep the students calm and don't allow them to agitate the suspect. Ask permission of the suspect in all matters. Make an effort to establish rapport with suspect. Provide your first name. Find out his/her first name and use first names, including the student's first name, throughout the conversation. If you do not know first names, refer to the hostage(s) as boys, girls, men, women, or students. This will help personalize hostage(s) as people rather than objects. Encourage suspect to release everyone. **KEEP ALL RADIOS, TELEVISION SETS, AND COMPUTERS TURNED OFF.** If possible and without increasing risk to yourself, minimize any possibility that the suspect can hear or see “NEWS REPORTS.” This could escalate the situation and keeping these devices off may help the situation. Be calm and patient and wait for help. Keep in mind that the average hostage incident lasts approximately six (6) to eight (8) hours and the average barricade incident last approximately three (3) hours. “TIME IS ON YOUR SIDE.” Based on the situation and the age of the suspect, anticipate at the point of rescue that all “possible suspects” in the room will be handcuffed by the police department. The police will then make a positive identification of the suspect and release the victims. Anticipate a LOCK DOWN to protect student and staff members in their classrooms/offices.

**Rape:** Offer the victim care and first aid until authorities arrive. Protect the crime scene. Avoid destroying any evidence. Do not permit the victim to use the restroom or cleanse any areas of the body until instructed to do so by the law enforcement. Wait with the victim until the site administrator arrives. When possible, provide a same-sex employee to remain with the victim. Identify potential witnesses. If you talk to the victim prior to law enforcement arriving on the scene, restrict the conversation to immediate medical needs. If discussion occurs on the situation, speak only in general terms. **DO NOT DISCUSS THE SPECIFICS** of the case. It is better in court that the initial specific statements about the crime are recorded by the police department and are not heard second hand with you as the witness. Take steps to protect the victim's identify. Protect the “PRIVACY” and “Rights of Confidentiality” of the student and family. Confer with site administrator regarding contacting Child Protective Services.

**Shooting/ Armed Assailant:** At the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass exploding in classrooms, bullets ricocheting: Instruct students to drop to the ground immediately, face down as flat as possible. If you are within 15-20 feet of a safe position, duck and run for cover. Move or crawl away from gunfire, trying to create obstruction between you and the gunfire. **IMPORTANT: KEEP IN MIND THAT MANY OBSTRUCTIONS MAY VISUALLY CONCEAL YOU FROM THE GUNFIRE, BUT THEY MAY NOT BE BULLETPROOF AND WILL NOT PROTECT YOU FROM GUNFIRE.** Try to get behind or inside a building and stay down. When you reach a relatively safe area, stay down and do not move. Do not peek or raise your head. If possible, call the office from a classroom to report the situation. Listen for directions from law enforcement.

**IF INSIDE CLASSROOM (WITH ASSAILANT OUTSIDE):** Duck and cover. Keep students inside. Close and lock the outside door to the classroom. Close the blinds, turn off the lights, and stay on the floor. Call the office (if possible) to report location of the armed assailant.

**OFFICE PERSONNEL:** Duck and cover on the floor, making phone calls from this position. Keep students out of danger. Consider if a LOCK DOWN should be implemented to contain those students in their classrooms. Call 9-9-1-1. Identify your school site and exact location. As law enforcement are in transit, relay information: Is suspect still on-campus? Where did he/she go? Specific location of occurrence. Number of wounded. Description of all weapon(s), dangerous object(s) and any visible ammunition. **LOOK FOR MULTIPLE WEAPONS AND REPORT ALL WEAPONS.** Any shots fired? Describe the sound and number of shots fired. Keep the P.A. System on to provide instant announcements.

**Suicide/Threat:** Suicide rarely happens without some warning to someone. Staff and faculty need to take all comments about suicidal thoughts seriously, especially if details of a suicide plan are shared.

**Verbal Suicide Threat:** If a student suggests he/she is thinking about committing suicide in the near



future: LISTEN! SHOW YOU CARE! GET HELP! Trust your feelings that this student may be self-destructive. Do not leave the student alone. Notify Campus Security or Law Enforcement. They will contact the counselor and/or school psychologist. Under no circumstances should an untrained person attempt to assess the severity of suicidal risk. The counselor/psychologist will notify the student's parent, guardian or other emergency contact.

**When a Student is Threatening Suicide on Campus and has a Lethal Weapon Available:** Stay with the student. Remain calm. Get vital information if possible. Clear other students from the scene. Assure the student that he or she has done the right thing by talking to you. Get the student to talk. Listen! Listen! Listen! Repeat back! Speak in a calm low voice. Make a mental note of what the student says. Monitor the student's behavior constantly. Try to get the student to agree to a verbal "no suicide" contract. ("I will not kill myself before talking to a counselor.") When it is deemed appropriate, the Incident Command Post (ICP) will be set up away from the affected area to provide effective coordination of ongoing response efforts during a critical campus incident. Additionally an off-site Emergency Operation Center will be set up in conjunction with Local Law Enforcement when deemed appropriate to assist with coordination of response management and resource allocation.

# Disaster Procedures

- Earthquake
- Fire/ Explosion
- Lockdown
- Active Shooter
- Hostage
- Bomb Threat
- Suicide Threat

# Earthquake

## DROP, COVER and HOLD ON

### What to do during an Earthquake:

- Protect yourself in the safest place possible without having to move far, no matter your limitations, you need to protect yourself as best as possible. The more limitations you have the more important it is to create safe spaces for yourself.
- Do not try to get out of the building during an earthquake! Most people are injured by other people or falling debris as they try to exit buildings during the shaking.
- DROP under a piece of furniture (desk or table) or against an inside wall.(Before the earthquake knocks you down)
- COVER under a desk or table if possible and protect your head and neck with one arm/hand.
- HOLD ON to a desk or furniture leg to keep it from shifting or uncovering you until the shaking completely stops.

### DROP, COVER and HOLD ON tips for people with special needs:

- If you have difficulty getting safely to the floor on your own during the shaking. Stay as low as possible; protect your head and neck, moving away from windows or other items that can fall on you.
- If in a recliner or bed, do not try to move during the shaking. Stay where you are until the shaking stops.
- If in a wheelchair, lock your wheels and remain seated until the shaking stops.
- Always protect your head and neck with your arms, a pillow, a book or whatever is available.

### Once the shaking stops:

- Check yourself for injury and stay close to and aware of the safe spaces in your environment.
- Be prepared for aftershocks.
- Look around for hazards (broken glass, objects in your way and fallen wires, etc.)
- Evacuate only if necessary, otherwise stay where you are and shelter in place.
  - If told to evacuate, follow directions immediately.

## Fire & Explosion

Upon discovering a fire, explosion, or smoke in the building, activate the fire alarm system by pulling the nearest fire alarm box. Alert people in the immediate area of the fire/explosion and evacuate the area.

- Call ext. 217 or 0 and/or 9-911 and be prepared to give:
- School name and address

- Location of fire (room or building)
- Description of fire/explosion
- Do not use elevators during a fire emergency.

When the fire alarm sounds, complete evacuation is required. Walk, do not run, to the nearest identified exit and proceed out of the building. If identified stairway contains smoke or fumes, use an alternate exit. Close doors and windows as you leave, if possible. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops. Never re-enter the building without notification from The Principal, Administration, Emergency Services or Security.

Leave the building and move away from it, leaving entryway, roadways, and walks open for arriving fire equipment. If smoke is in the immediate vicinity, instruct students and staff to “Stay low and exit, crawling to avoid breathing fumes. Do not return to the building until directed to do so by emergency personnel. All persons should move a safe distance from the building. If you cannot move far enough away from the building on your own, request assistance from emergency personnel. The injured should be treated as much as possible while awaiting Police or Fire. Maintain control of students and take roll. If you have been trained and it is safe to do so, you may attempt to extinguish a fire with a portable fire extinguisher. If you have not been trained, you must evacuate to safe location.

Security will assist emergency personnel. Building staff will be needed to allow emergency personnel access to affected areas and should make themselves available upon arrival of the fire department. Everyone must follow the orders of the emergency personnel when they arrive.

Notify emergency personnel on the scene if you suspect someone may be trapped inside the building.

## Lockdown

### EMERGENCY ACTION: SECURE BUILDING

#### Announcement-

- An announcement in person directly or over the public address system. Example: “Your attention please, (pause) SECURE BUILDING. (pause) SECURE BUILDING (pause) SECURE BUILDING.”
- Teachers should initiate this ACTION anytime they hear extremely violent behavior, i.e., shots, ETC; outside their classroom.

#### Description

- Teachers and other staff members are to immediately lock doors and have students lie on the floor.
- While students are getting on the floor, close any shades and /or blinds if it appears safe to do so. Teachers will turn out lights to minimize viewing inside the classroom by perpetrators.

- Teachers and students are to remain on the floor until a staff member they recognize assures them that it is safe to unlock doors.
- This ACTION will not normally be proceeded with any warning.

#### WHEN USED

This ACTION is considered appropriate for, but not limited to, the following:

- Extreme Violence
- Gunfire

## Active Shooter/ Assailant

At the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass exploding in classrooms, bullets ricocheting: Instruct students to drop to the ground immediately, face down as flat as possible. If you are within 15-20 feet of a safe position, duck and run for it. Move or crawl away from gunfire, trying to create obstruction between you and the gunfire. **IMPORTANT: KEEP IN MIND THAT MANY OBSTRUCTIONS MAY VISUALLY CONCEAL YOU FROM THE GUNFIRE, BUT THEY MAY NOT BE BULLET PROOF AND WILL NOT PROTECT YOU FROM GUNFIRE.** Try to get behind or inside a building and stay down. When you reach a relatively safe area, stay down and do not move. Do not peek or raise your head. If possible, call the office from a classroom, or run to the office (only if safe!) to report the situation. Listen for directions from the Police. **IF INSIDE CLASSROOM (WITH ASSAILANT OUTSIDE):** Duck and cover. Keep students inside. Close and lock the outside door to the classroom. Close the blinds, turn off the lights, and stay on the floor. Call the office (if possible) to report location of the sniper.

**OFFICE PERSONNEL:** Duck and cover on the floor, making phone calls from this position. Keep students out of danger. Consider if a lock down **LOCK DOWN** should be implemented to contain those students in their classrooms. Call 9-9-1-1. Identify your school site and exact location. As Police are in transit, relay information: Is suspect still on-campus? Where did he/she go? Specific location of occurrence. Number of wounded. Description of all weapon(s), dangerous object(s) and any visible ammunition. **LOOK FOR MULTIPLE WEAPONS AND REPORT ALL WEAPONS.** Any shots fired? Describe sound and number of shots fired. Keep the P.A. System on to provide instant announcements.

#### **OFFICE PERSONNEL- AT THE FIRST INDICATIONS OF A SHOOTING:**

At the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass exploding in classrooms, bullets ricocheting.

- Duck and cover on the floor.
- Make phone calls from floor position.
- Keep students out of danger.
- Implement a Lock Down to contain students in their classrooms.
- Call 9-9-1-1 and identify school site and exact location. As Sheriff is in transit, relay the following information:
  - o Is suspect still on campus?
  - o Where did he/she go?

- o Specific location of occurrence.
- o Number of wounded if any.
- o Description of weapons, dangerous objects, and any visible ammunition.
- o (Look for multiple weapons and report all weapons.)
- o Describe sound and number of shots fired.
- o Keep PA system on to provide instant announcements.

## Hostage Situation

A hostage situation is any situation in which a person or persons are forced to stay in one location by one or more individuals. Weapons are usually in the possession of the hostage taker(s) and hostages are threatened with some degree of bodily harm should they not comply with the directives of the hostage taker(s). Certain demands are usually made of outside officials in return for the release of the hostages.

- All hostage situations are dangerous events.
- Principal: The principal or designated individual will assume command of the situation until the arrival of the Los Angeles County Sheriff Department. Campus Supervisors should work closely with the principal/administrative head/designee to ensure that this plan of action is safely achieved. School radios should be utilized when it is established that the hostage taker does not have one. If he does, radios should not be used.
- Lockdown: Appropriate actions should be taken to isolate the hostage taker and the victims that may be under his control. It is important that no additional individuals be exposed to the hostage taker.
- Evacuation: If the situation is contained, immediately evacuate the rest of the building and ensure that egress of students and personnel is done in a manner that they do not go near the area controlled by the hostage taker. All individuals should proceed to a designated evacuation location directed by The Sheriff Department, Campus Supervisors or Administration.

Re-entry: Ensure that no individuals enter or re-enter the building.

Contact 911: Immediately have a staff member contact 911 and give all available information to the dispatcher who will relay the information. Ensure that the caller remains on the line with the 911 dispatcher until The Sheriff Department actually arrives at the scene.

This will ensure that accurate, detailed information is relayed to responding officers and school officials can respond to requests of the police department.

Media: The Principal will handle all press matters as well as the dissemination of information to students and parents at the scene.

# Bomb Threat

All bomb threats must be taken seriously and carefully analyzed. The bomb report should be treated as genuine until investigated and until a search of the school has been completed. Begin your decision-making process by gathering as much information about the bomb report as possible.

When bomb threat calls are received the phone call recipient should:

- Keep the caller on the phone as long as possible and do not hang up
- Write down the caller ID number and the exact time of the call
- If a student is answering the phones, have an adult take the call if time permits
- Signal someone to alert the building administrator or designee
- Write down everything the caller said, use the bomb threat call sheet
- Make an educated guess as to the caller's sex, age, race, and accent.
- Identify any background noises
- Even after the caller hangs up, keep the phone off the hook so the police can trace the call
- Discuss this matter only with administrators to ensure that misinformation does not cause panic.

School administrators are faced with at least five possible alternatives:

1. Conduct a low profile search of the exterior grounds and public areas of the building;
2. Conduct a comprehensive search having all staff search their work area, in addition to the grounds and public areas so the entire building is covered;
3. Search with partial evacuation;
4. Evacuate after searching; or
5. Evacuate immediately.

Searches:

- Start on the outside of the school and work inward
- When inside, start at the bottom and work up
- Search personnel always work toward each other
- Listen for background noises
- Consider not using hand held radios

Evacuating:

- Clear predesignated evacuation areas
- Evacuate immediately after clearing egress routes and assembly areas.
- Have school personnel keep students and staff calm.

## Suicide Threat

Definition – A suicide threat is a verbal or non-verbal communication that the individual intends to harm him/herself with the intention to die but has not acted on the behavior.

- The staff member who learns of the threat will locate the individual and arrange for or provide constant adult supervision.
- The above-mentioned staff member will immediately inform the principal/designee.
- The principal/designee will involve student services/counseling staff, school nurse practitioner or other trained mental health professional in their absence.
- The appropriate staff or approved agency provider will determine risk and intervention needed by interviewing the student, and gathering appropriate supportive documentation from teachers or others who witnessed the threat.

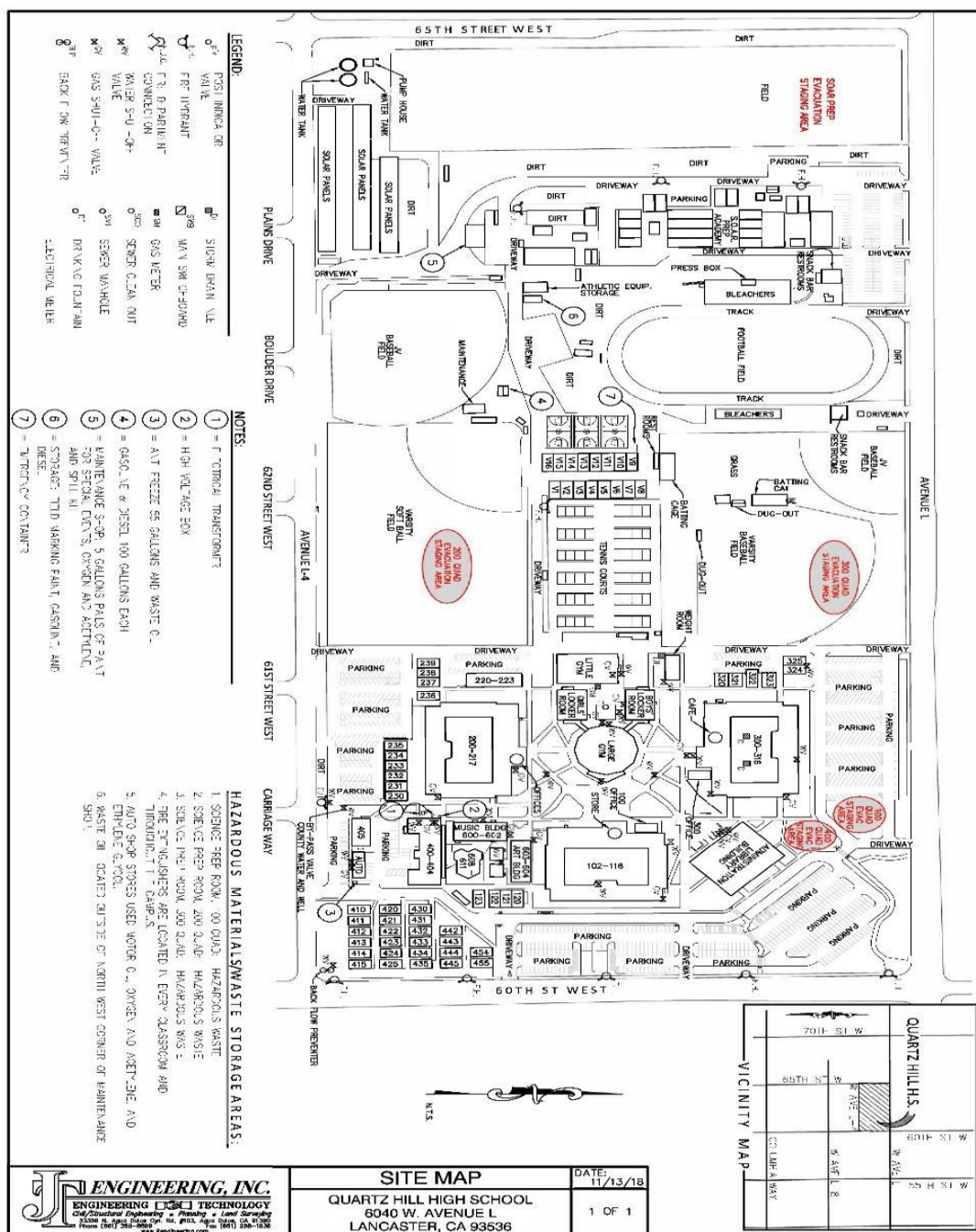
The principal/designee will:

- Contact the parent/guardian, apprise them of the situation and make recommendations. Most often it is the person conducting the interview who contacts the parent/guardian.
- Put all recommendations in writing to the parent/guardian. [Depending on District policy this may be through certified mail, email delivery confirmation, a parent/signature “sign off” of recommendations sent home to be returned the next day or other approved communication procedure.]
- Mail the recommendation through certified mail if there is any question or doubt of the parent/guardian receiving the recommendations.
- Maintain a file copy of the letter in a secure and appropriate location.
- If the student is known to be currently in counseling, the principal/designee will attempt to inform their treatment provider of what occurred and the actions taken.

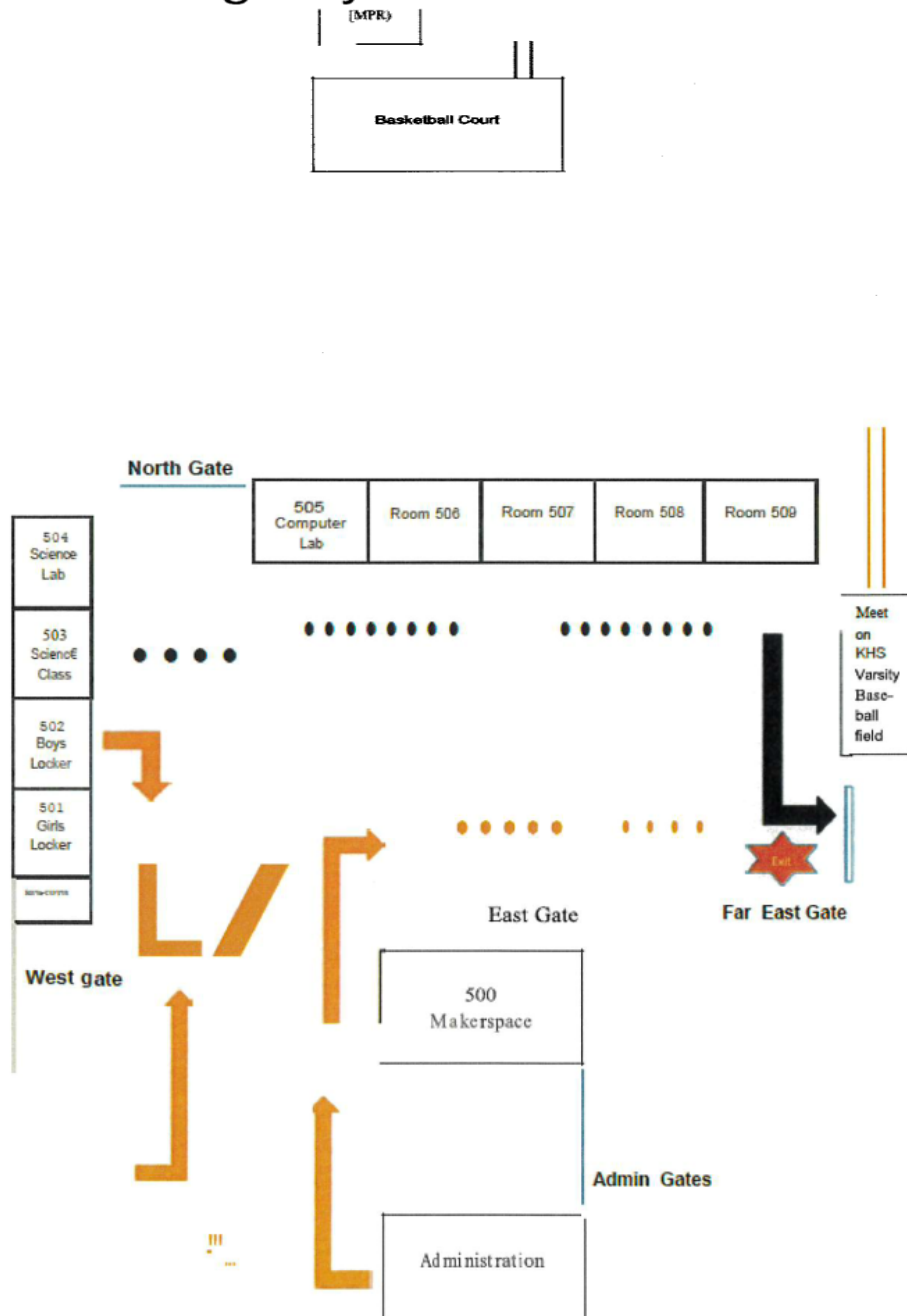
Note: If a threat is made during an after-school program, and no school Administration are available, call 1-800-SUICIDE. Inform the principal of the incident and actions taken.



# Emergency Evacuation Route



# Emergency Evacuation Route



# Emergency Supplies Checklist

- 20- pairs of goggles
- 4- crow bars
- 4- ropes
- 2- vice grips
- 16- boxes of emergency waters
- 20- rolls of toilet paper
- 40- pairs of construction gloves
- 2- packs (24 count) of emergency blankets
- 2- 50 person trauma first aid kit duffle bags 2- 100 person office support system duffle bags 2-
- water hose
- 2- stretchers
- 4- box cutters
- 8- (2 pack) D batteries
- 20- whistles
- 3- 55 gallons of water drums
- 1- canopy
- 200- food rations
- 2- hand shovels

# School Crime Assessment Data

Crime Violation	# Reports	# Arrest
<b>Total Incidents</b>	<b>0</b>	<b>0</b>
Threat Assessment	0	0
Narcotics, Misdemeanor	0	0
Narcotics, Infrac. 11357 HS	0	0
Weapons, Felony	0	0
5150 WIC & 5585.50 WIC	0	0
Threaten School Official	0	0
Battery on a School Official	0	0
Assault/Felony Battery	0	0
Battery	0	0
Fighting in Public	0	0
Vandalism	0	0
Burglary	0	0
Petty Theft	0	0
Other Felony	0	0
Other Misdemeanor	0	0
Juv Info Forms Misc.	0	0
<b>Total Citations</b>	<b>0</b>	<b>0</b>
Hazardous Traffic	0	0
Non-Hazardous Traffic	0	0
Truancy	0	0
Municipal Codes/ Misc. Infractions	0	0
<b>Field Interviews</b>	<b>0</b>	<b>0</b>

# Compliance

<b>ACTIVITY</b>	<b>DATE</b>
Law Enforcement Review	February 2023
School Site Safety Committee Review	February 2023
School Site Council Review	February 2023
Board Approval	February 2023
Post on School Website	Following Board Approval

# Appendix

## A: Board Policies

### **BP/AR 0410: Non Discrimination in District Programs and Activities**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727638/0>

### **BP/AR 0450: Comprehensive Safety Plan**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727649/0>

### **BP/AR 1250: Visits to Schools**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727675/1>

### **BP/AR 1310.1: Civility Policy**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727679/1>

### **BP/AR 1330 Community Relations - Use of School Facilities**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727697/>

### **BP/AR 3515.1: Crime Data Reporting**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727762/3>

### **BP/AR 3516: Emergencies and Disaster Preparedness Plan**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727764/3>

### **BP/AR 3516.3: Earthquake Emergency Procedure System**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727769/3>

### **BP/AR 4119.11/4219.11/4319.11: Sexual Harassment**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727867/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727868/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727869/4>

### **BP/AR 4158/4258/4358: Employee Security**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727980/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727981/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727982/4>

**BP/AR 4158.1/4258.1/4358.1: Teacher Notification of Dangerous Students**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727986/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727987/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727988/4>

**BP/AR 5113.1: Chronic Absence and Truancy**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728074/5>

**BP/AR 5131: Conduct**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728106/5>

**BP/AR 5131.2: Bullying**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/764996/5>

**BP/AR 5132: Dress and Grooming**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728124/5>

**BPAR 5136: Gangs**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728124/5>

**BP/AR 5141.4: Child Abuse Reporting Procedures**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728142/5>

**BP/AR 5145.12: Search and Seizure**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728159/5>

**BP/AR 5145.7: Sexual Harassment**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728168/5>

**BP/AR 5145.9 Hate Motivated Behavior**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728171/5>

**BPAR 6116: Classroom Interruptions**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728183/6>

**BP/AR 6142.2: Recognition of Religious Beliefs and Customs**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728190/6>

**BP/AR 6163.4: Student Use of Technology**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728274/6>

**Copy of California Education Code 32282 - Comprehensive School Safety Plans**

<http://www.gamutonline.net/district/davis/DisplayPolicy/899639/>

**E 5144.1(a): Minimum/Maximum Penalties Chart**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728152/5>

**B: School Discipline Policy**

The Board of Trustees desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules to meet the school's individual needs.

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Continually disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

The administration, teachers, and classified staff share the mutual responsibility for student conduct and safety and the enforcement of district policies and regulations. The Board shall give all reasonable support and assistance to all employees with respect to the student discipline. The Superintendent or designee shall provide professional development as necessary to assist staff in developing classroom management skills and implementing effective disciplinary techniques.



## C: School Dress Code Policy

### ANTELOPE VALLEY JOINT UNION HIGH SCHOOL DISTRICT DRESS CODE

All students are expected to dress and groom appropriately, with an emphasis on modesty, decency, personal and public health. In essence, DRESS FOR SUCCESS. Students are also expected to maintain a high standard of personal hygiene.

1. All students are required to wear appropriate footwear for school.
2. All shirts and tops must cover the midriff at all times. The following are examples of clothing that is unacceptable: tank tops, strapless, spaghetti straps, off the shoulder, cut out designs, low-cut shirts, bare back, sheer or mesh clothing that does not have an appropriate blouse or shirt underneath, etc.
3. All pants and shorts must fit at the waist. No sagging or low riding will be permitted. Clothing must cover undergarments when sitting, standing, or bending.
4. Only school hats that are purchased in the Student Store are acceptable and must be worn with the brim forward.
5. Hemlines and slits on dresses, skirts, and shorts above mid-thigh are not acceptable.
6. Clothing and hair accessories that are unsafe and/or dangerous are not permitted (for example, hair-picks and combs, studded belts, chains, spikes, handcuffs, safety pins, needles, etc.).
7. Clothing or jewelry that depicts any "gang style" writing; illegal activity; sexually related or obscene gestures and material; tobacco; drugs; alcohol; or words, pictures, or phrases that depicts violence or intimidation may not be worn.
8. Any body piercing that presents a safety issue or major distraction will not be allowed.
9. Any clothing or styles of dress that may be construed to provoke fear, violence, or intimidation, including gang- related attire, is not acceptable.

#### Inappropriate Dress

1. Pants oversized at the waist are not allowed.
2. Wearing pants below the waist line (sagging) is not allowed.
3. No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus or at school activities.
4. Belt buckles with any initials are prohibited.
5. Wearing an oversized belt with one end hanging down is prohibited.
6. Excessive color identities – red, blue, purple, green or black is prohibited.
7. No gang-related hats, or other related head wear can be worn – Only school hats that are bought in the Student Store.
8. Bandannas, red or blue belts, red or blue shoelaces, or rags that commonly signify gang identity by style or color are prohibited. Clothing, jewelry, paraphernalia or material which is obscene, sexually explicit or which depicts or suggests sexually-related or obscene gestures, pictures, or wording or which promotes

- violence, the use/abuse of drugs, tobacco or alcohol may not be worn or carried on campus or at school activities.
9. Shorts extending below the knee when worn with over-the-calf socks are prohibited. No pants can be worn with one leg up and one down.
  10. No student may wear articles of clothing jewelry, paraphernalia or accessories which pose a threat to the physical and/or emotional well-being and safety of the student or others on campus or at school activities.
  11. Shirts buttoned at the top and unbuttoned at the bottom are prohibited.
  12. Steel-toe combat style boots are prohibited.


Gang or tagger-crew writing on shoes, clothes or body, backpacks or accessories are not permitted.

13. Sports jerseys, other than school jerseys, will not be allowed.
14. Clothing or articles of clothing (including, but not limited to gloves, bandannas, shoestrings, wristbands, jewelry) which are likely to provoke others to acts of violence or which are likely to cause others to be intimidated by fear of violence may not be worn on campus or at any school activity.

NOTE: The administration reserves the right to objectively determine any necessary changes or additions to the above requirements as per California education Codes 35010 and 35291.

# Academy Students **PREP** for Success!

Prepared \* Respectful \* Engaged \* Prideful

	Academic Settings	Common Areas (Field, Cafeteria, Common Tables, Bathrooms etc)	Community (Assemblies, Field Trips, etc)
<b>P</b> REAPED	** Be on time ** Bring necessary supplies ** Turn in all assignments on time ** Be organized ** Use a planner or calendar ** Study ** Take care of Chromebooks	** Be on time ** Bring necessary supplies ** Be aware of rules and regulations	** Be on time ** Bring necessary supplies ** Be aware of rules and regulations
<b>R</b> ESPECTFUL	** Be Safe ** Use kind words ** No profanity ** Value others opinions and feelings ** Encourage each other ** Positive Responses ** Display honesty and integrity ** Treat everyone equally	** Be safe ** Use kind words ** No profanity ** Reach out to others, make them feel included ** Respect others' right to be in the same area ** Use designated areas properly ** Use equipment properly	** Be safe ** Use kind words ** No profanity ** Do what you are asked ** Positive social media ** Treat others the way you want to be treated ** Be polite ** Make good decisions ** Communicate appropriately
<b>E</b> NGAGED	** Listen when others are speaking ** Make a positive digital footprint ** Never give up ** Self-advocate ** Be on task, technology is a tool! Not a distraction! ** Pay attention at all times	** Listen to instructions ** Be aware of your surroundings ** Help others ** Actively Participate	** Participate in school activities ** Be aware of your surroundings ** Engage in community service projects ** Offer your help ** Be aware of activities
<b>P</b> RIDEFUL	** Keep it clean ** Take care of Chromebooks ** Give your best effort ** Put high levels of effort into whatever you do ** Be the best you can be ** Make a difference	** Keep it clean ** Show good sportsmanship in all circumstances ** Give your best effort ** Put high levels of effort into whatever you do ** Be the best you can be ** Make a difference ** Help/Stand up for other ** Take care of school property	** Keep it clean ** Show good sportsmanship in all circumstances ** Give your best effort ** Put high levels of effort into whatever you do ** Be the best you can be ** Make a difference ** Set a good example ** Positively present yourself and your school



# Academy Prep Junior High Behavior Flowchart

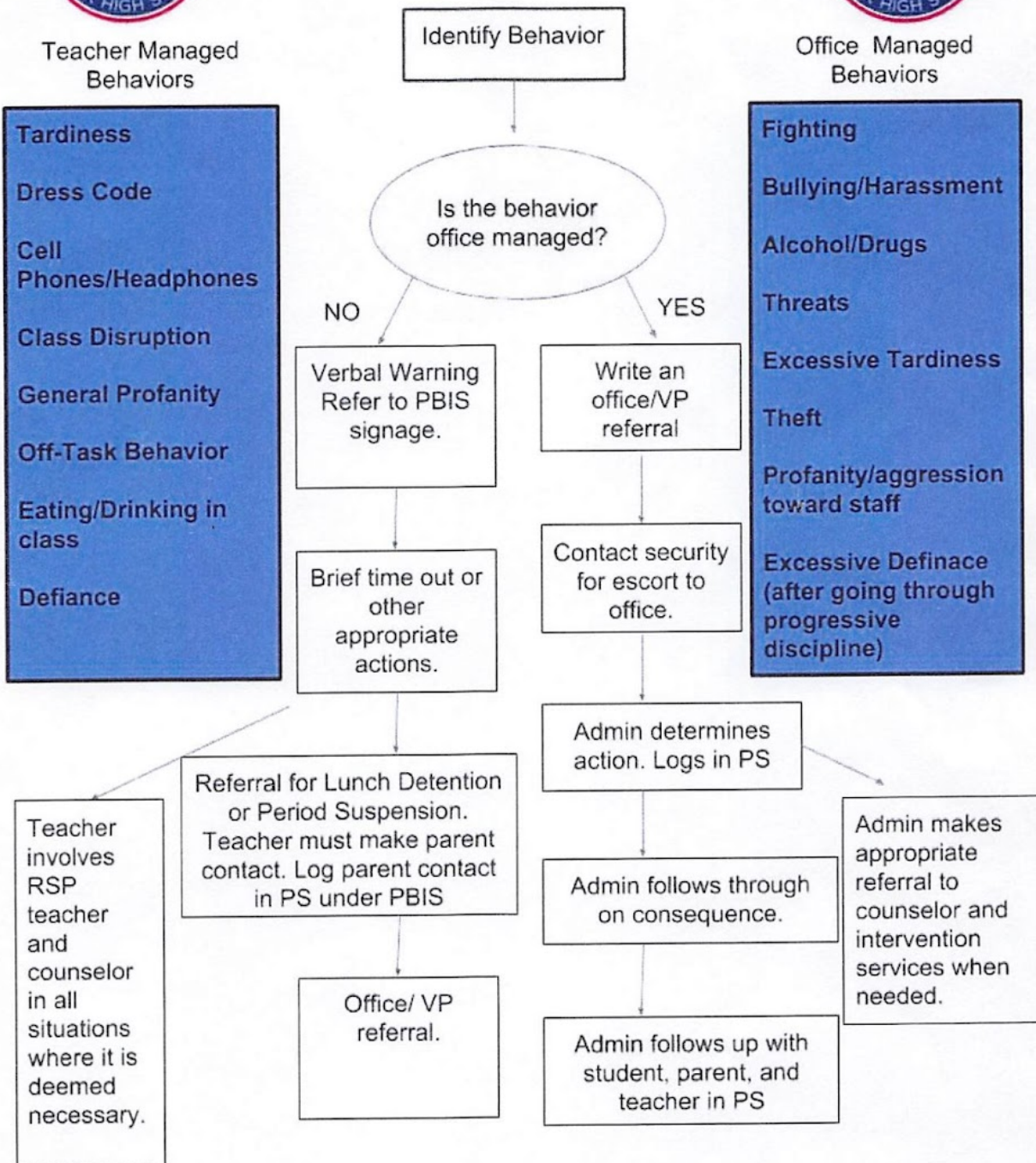


Teacher Managed  
Behaviors

**Tardiness**  
**Dress Code**  
**Cell Phones/Headphones**  
**Class Disruption**  
**General Profanity**  
**Off-Task Behavior**  
**Eating/Drinking in class**  
**Defiance**

Office Managed  
Behaviors

**Fighting**  
**Bullying/Harassment**  
**Alcohol/Drugs**  
**Threats**  
**Excessive Tardiness**  
**Theft**  
**Profanity/aggression toward staff**  
**Excessive Defiance (after going through progressive discipline)**

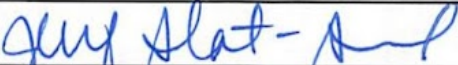




## D. School Site Safety Plan Checklist SOAR Prep/Virtual Academies

DESCRIPTION OF CALIFORNIA ED CODE ITEM AND DISTRICT APPROVED MATERIALS	IN PLAN
School Info - Name of School, District, principal, address, phone number, email. Public Meeting Date/Location. Law Enforcement Review. Mission Statement, Table of Contents	X
Date reviewed and approved by Site Council. List of committee member's names/titles: Principal/designee, teacher rep, classified rep, Parent of attending student, Law Enforcement rep, Student Rep. May include other community member or other desired member/s.	X
<b>32282 (a)</b> The comprehensive school safety plan shall include, but not be limited to, <b>both of the following:</b> (1) <b>Assessing the current status of school crime</b> committed on school campuses and at school-related functions. (2) <b>Identifying appropriate strategies and programs</b> that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:	X
(A) Child abuse reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code	X
(B) Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.). The disaster procedures shall also include, but not be limited to, both of the following:	X
(i) Establishing an earthquake emergency procedure system in every public school building having an occupant capacity of 50 or more pupils or more than one classroom. A school district or county office of education may work with the Office of Emergency Services and the Alfred E. Alquist Seismic Safety Commission to develop and establish the earthquake emergency procedure system. The system shall include, but not be limited to, all of the following:	X
(I) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of pupils and staff. The department shall provide general direction to school districts and county offices of education on what to include in the school building disaster plan.	X
(II) A drop procedure whereby each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.	X
(III) Protective measures to be taken before, during, and following an earthquake.	X
(IV) A program to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.	X
(ii) Establishing a procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The school district or county office of education shall cooperate with the public agency in furnishing and maintaining the services as the school district or county office of education may deem necessary to meet the needs of the	X
(C) Policies pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900) of Chapter 6 of Part 27 of Division 4 of Title 2.	X
(D) Procedures to notify teachers of dangerous pupils pursuant to Section 49079.	X
(E) A discrimination and harassment policy consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200) of Part 1.	X
(F) The provisions of any schoolwide dress code, pursuant to Section 35183, that prohibits pupils from wearing "gang-related apparel," if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define "gang-related apparel." The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. A schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For purposes of this paragraph, "gang-related apparel" shall not be considered a protected form of speech pursuant to Section 48950.	X
(G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school.	X
(H) A safe and orderly environment conducive to learning at the school.	X
(I) The rules and procedures on school discipline adopted pursuant to Sections 35291, 35291.5, 47605, and 47605.6.	X
(J) Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on school campuses and at school-related functions. The procedures to prepare for active shooters or other armed assailants shall be based on the specific needs and context of each school and community.	X



REGARDING TACTICAL RESPONSES, PER 32281 (f) (1) Notwithstanding subdivision (b), a school district or county office of education may, in consultation with law enforcement officials, elect to not have its schoolsite council develop and write those portions of its comprehensive school safety plan that include tactical responses to criminal incidents that may result in death or serious bodily injury at the schoolsite. The portions of a comprehensive school safety plan that include tactical responses to criminal incidents may be developed by administrators of the school district or county office of education in consultation with law enforcement officials and with a representative of an exclusive bargaining unit of employees of that school district or county office of education, if he or she chooses to participate. <b>The school district or county office of education may elect not to disclose those portions of the comprehensive school safety plan that include tactical responses to criminal incidents.</b> (2) As used in this article, "tactical responses to criminal incidents" means steps taken to safeguard pupils and staff, to secure the affected school premises, and to apprehend the criminal perpetrator or perpetrators. (3) This subdivision does not preclude the governing board of a school district or county office of education from conferring in a closed session with law enforcement officials pursuant to Section 54957 of the Government Code to approve a tactical response plan developed in consultation with those officials pursuant to this subdivision.	X
(b) It is the intent of the Legislature that schools develop comprehensive school safety plans using existing resources, including the materials and services of the partnership, pursuant to this chapter. It is also the intent of the Legislature that schools use the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled "Safe Schools: A Planning Guide for Action" in conjunction with developing their plan for school safety.	X
(c) Each schoolsite council or school safety planning committee, in developing and updating a comprehensive school safety plan, shall, where practical, consult, cooperate, and coordinate with other schoolsite councils or school safety planning	X
(d) The comprehensive school safety plan may be evaluated and amended, as needed, by the <b>school safety planning committee, but shall be evaluated at least once a year</b> , to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public. (Posted at <a href="http://www.avdistrict.org">www.avdistrict.org</a> )	X
(e) As comprehensive school safety plans are reviewed and updated, the Legislature encourages all plans, to the extent that resources are available, to include <b>policies and procedures aimed at the prevention of bullying.</b>	X
(f) The comprehensive school safety plan, as written and updated by the schoolsite council or school safety planning committee, shall be submitted for approval pursuant to subdivision (a) of Section 32288.	X
(g) The department shall maintain and conspicuously post on its Internet Web site a compliance checklist for developing a comprehensive school safety plan, and shall update the checklist when necessary. <b>(This checklist is enclosed in every School Safety Plan which is posted for public inspection at <a href="http://www.avdistrict.org">www.avdistrict.org</a>)</b>	X
<i>(Amended by Stats. 2018, Ch. 806, Sec. 3. (AB 1747) Effective January 1, 2019.)</i>	
<b>Per 32281</b> , each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1, every year thereafter. AVUHSD Board of Trustees will approve plans prior to March 1. See agendas at <a href="http://www.avdistrict.org">www.avdistrict.org</a> or <a href="https://www.boarddocs.com/ca/avuhsd/Board.nsf">https://www.boarddocs.com/ca/avuhsd/Board.nsf</a> .	X
the school district or county office of education for approval. (2) The department shall develop and post on its Internet Web site best practices for reviewing and approving school safety plans. (b) (1) <b>Before adopting its comprehensive school safety plan, the schoolsite council or school safety planning committee shall hold a public meeting at the schoolsite in order to allow members of the public the opportunity to express an opinion about the school safety plan. (2) The schoolsite council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:</b> (A) The local mayor. (B) A representative of the local school employee organization. (C) A representative of each parent organization at the schoolsite, including the parent teacher association and parent teacher clubs. (D) A representative of each teacher organization at the schoolsite. (E) A representative of the student body government. (F) All persons who have indicated they want to be notified. (3) The schoolsite council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting: (A) A representative of the local churches. (B) Local civic leaders. (C) Local business organizations. (c) In order to ensure compliance with this article, each school district or county office of education shall annually notify the department by October 15 of any schools that have not complied with Section 32281. <i>(Amended by Stats. 2018, Ch. 806, Sec. 4. (AB 1747) Effective January 1, 2019.)</i>	X
Copy of Education Code Article 5 - School Safety Plans Sections 32280-32289	X
SIGNATURE OF PRINCIPAL:  DATE: 1/30/23	